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TRANSMITTAL SLIP		DATE
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REMARKS:		
<p><i>See Comments attached</i></p> <p><i>It was intended that</i></p> <p><i>Compt. or Deputy should</i></p> <p><i>determine action per T2</i></p> <p><i>so that a Compt Inst. if</i></p> <p><i>required should so designate</i></p>		
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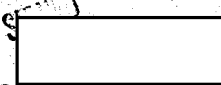
MEMORANDUM FOR: Chief, Audit Staff

SUBJECT: OPM 20-645-10, Transfer or Repayment of Lump-Sum Leave

REFERENCE: Memo from G/Audit Staff to D/Pers, Audit of Account 310.3-Due U/S, Treasury, Refund of Lump-Sum Leave Payments.

1. In view of the problems indicated in the attachment to referenced memorandum, I am forwarding for your information a copy of OPM 20-645-10 which contains the internal Office of Personnel instructions for effecting the transfer or repayment of lump-sum leave payments on Federal employees being appointed to CIA. Your attention is invited to paragraph 2 concerning hardship cases which states: "...full repayment must be made within one year...". The Comptroller's Office concurred in this OPM during the coordination process and there is a mutual understanding of the respective responsibilities of the Director of Personnel and the Comptroller.

2. We are hopeful that these procedures will assist in removing the problem.

for 
Harrison G. Reynolds
Director of Personnel

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Attachment:
OPM 20-645-10, dated
18 June 1958

cc: C/TAS/Comptroller (with attachment)

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COMMUNICATIONS SECTION

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C-O-N-F-I-D-E-N-T-I-A-L

18 June 1956

OFFICE OF PERSONNEL MEMORANDUM NO. 20-645-10

SUBJECT: Transfer or Repayment of Lump-Sum Leave

RESCISSIONS: (1) OPM No. 20-645-8 (89-54) dated 13 December 1954

(2) OPM No. 20-645-8 (Supplement 1) (5-55) dated
7 February 1955

1. The Lump-Sum Leave Act (P.L. 525-78th Congress, as amended) authorizes payment in a lump sum for accumulated and accrued annual leave to the credit of an employee, upon his separation of at least one work day from the Federal or District of Columbia service. No such lump-sum payment shall exceed compensation for any period of such leave in excess of 30 days or the number of days carried over to the employee's credit at the beginning of the leave year in which entitlement to payment occurs, whichever is greater. The provisions indicated below will apply if the individual is again employed by the Federal Government or District of Columbia prior to the expiration of the period covered by the leave.

a. If the employee receives a lump-sum payment from the former employing agency prior to the time of reemployment, he is required to refund to CIA the gross payment received for the period between the date of reemployment and the expiration of the leave period (i.e. the amount before tax deductions). In such cases the employee is credited by the Agency for the period of leave covered by the refund. Any refund of tax due the employee by reason of the deduction of tax (by the former employing agency) is for adjustment between the employee and the Internal Revenue Service.

b. If the employee is separated from one agency and is reemployed by this Agency prior to the processing of lump-sum leave payments the following provisions will apply:

(1) Pursuant to the provisions of paragraph 3d below, the agency from which the employee separated will be requested to cancel the lump-sum payment in process, in order that the leave to his credit may be transferred to CIA.

(2) If the provisions contained in paragraph 1b(1) above cannot be effected, the employee will be paid by the former employing agency the portion of his leave which expired during the interval between employments, less tax withheld (i.e. he will receive the net amount of the expired leave) and the unexpired leave will be transferred without tax deduction to CIA.

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c. If a different leave system is involved in the transfer of an employee, recredit of leave will be on an adjusted basis.

2. Immediate repayment of any part of a lump-sum payment which must be refunded will be required at the time of entrance on duty. However, in hardship cases the Comptroller may arrange with the employee for repayment on an installment basis, and in such cases, full repayment must be made within one year and the amount of leave represented by the repayment will not be credited to the employee's account until full payment has been received.

3. The following procedures are established to ensure conformance with this memorandum by new employees who have had prior Federal or D.C. Government service and who received or will receive a lump-sum payment upon separation.

a. During the initial interview for employment by this Agency, the Recruitment Officer or Placement Officer, as appropriate, will apprise applicants, who are presently or who have been recently employed by another government agency, of the lump-sum refund responsibility.

b. A statement reminding the individual of the lump-sum repayment requirement will be incorporated in the entrance on duty letter, when it is determined by Records and Services Division (RSD), upon examination of the individual's Official Personnel Folder, that a refund may be in order. At the same time, the individual will be notified to have in his possession when he reports for duty, the last Standard Form 50, Notification of Personnel Action, issued to him upon separation from the former employing agency. The Contract Personnel Division will be responsible for similar notification to prospective staff agents.

c. During entrance on duty processing, the new employee will be required to state on the Appointment Affidavit: (1) whether a lump-sum payment was or will be received; and (2) whether such payment covers a period which would extend beyond the date of appointment in this Agency.

d. The Appointment Clerk will examine the individual's Official Personnel Folder and the SF 50, to confirm the employee's statements. If the individual does not have a SF 50 in his possession, and security considerations permit, a telephone call will be made to the former employing agency to verify the information supplied by the employee. Further, RSD will request the agency to cancel any lump-sum payment which may be in process for, but not yet received by the employee, so that the leave to his credit may be transferred to this Agency.

e. When an employee enters on duty in the field, RSD will notify the overseas station that the confirming entrance on duty cable

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to headquarters must state whether a lump-sum refund is due, whether immediate repayment had been made, and that full accounting must accompany the completed employment papers, dispatched to headquarters. RSD will also notify the headquarters offices [redacted] that such information is required, and must be furnished to RSD with the entrance on duty memorandum.

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f. In addition, the Placement Officer will check the individual's employment record, during the entrance on duty interview, to establish that no refund is required, and that no misunderstanding exists on the part of the new employee regarding the refund requirement.

4. When a refund is required, RSD will:

a. Inform the individual that immediate repayment is necessary;

b. Complete the upper section of Form No. 316, Refund of Lump-Sum Payment, and direct the individual concerned to hand-carry it to the appropriate Fiscal or Finance Division to make such payment, or to arrange for periodical payments in hardship cases. (The lower section of the form will be completed by the appropriate division of the Office of the Comptroller, indicating that action for refund of lump-sum payment has been taken, and the form will be hand-carried by the individual to RSD so that he may continue his processing to enter on duty.)

5. When, because of security implications in connection with the ultimate assignment of the individual, the above procedure cannot be followed, the case will be referred to Chief, Transaction and Records, RSD or Chief, Processing Branch, CPD for specific instructions concerning recovery of lump-sum leave payment and transfer of sick leave records.

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Director of Personnel

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UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE
AND DATE OF THIS LETTER

January 11, 1955

6-5375

Honorable Allen W. Dulles
Director of Central Intelligence
Central Intelligence Agency
Washington, D. C.

Dear Mr. Dulles:

Transmitted herewith are three copies of a Life Insurance Manual issued by the Civil Service Commission for the guidance of the payroll and accounting personnel of agencies of the Government in carrying out their responsibilities under the Federal Employees' Group Life Insurance Act of 1954.

The Manual consists of reprints from the Federal Personnel Manual as follows:

1. Chapter I3 - Life Insurance.
2. Excerpts from Chapter Z1 - Federal Employees Group Life Insurance Act of 1954 and regulations thereunder.

You will note the Manual provides that the head of each agency will designate an Insurance Officer to whom the Civil Service Commission will look for information concerning group life insurance matters as they may affect your agency. If you have not already done so, please notify the Commission in writing of the name of the individual so designated at the earliest possible date.

Pages 12 to 15 of Chapter I3 contain instructions pertaining to agency contributions to the Life Insurance Fund, withholdings from employees' compensation for group life insurance and reporting and accounting thereon. These instructions are issued with the concurrence of the Comptroller General of the United States.

Other instructions appearing in Chapter I3 of this Manual will undoubtedly be helpful to payroll and accounting personnel of your agency. Revisions of Chapter I3 and Z1 of the Federal Personnel Manual relating to employees' group life insurance which may occur from time to time will be furnished the Insurance Officer for distribution to the payroll and accounting levels.

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A copy of this letter is enclosed for the information of the Insurance Officer who will be responsible for group life insurance matters in your agency. He should inform the Civil Service Commission of any additional quantities of this Manual he will need for adequate distribution within your agency by addressing his request to -

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Chief Accountant
Retirement Division
Bureau of Departmental Operations
U. S. Civil Service Commission
Washington 25, D. C.

If you have any questions regarding the accounting instructions appearing in this Manual you may telephone the Commission, Code 141, Extension 3067.

Sincerely yours,

Philip Young

Philip Young
Chairman